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**Campus Services**

**Safety Management Manual**

**Version 2.2**

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**1. Work health and safety (WHS) responsibilities**

This manual provides an overview of WHS responsibilities of University staff, contractors and consultants working for Campus Services at the University of Tasmania. Staff and contractors have an important role in ensuring that their workplace at the University is as safe and healthy as possible.Campus Services is also responsible for oversight of contractor and consultant WHS performance across a broad range of University premises.

**1.1 Standard Provisions**

**1.1.1 Primary Duty of Care**

Officers of the University are taken to be a person conducting a business or undertaking (PCBU) under the *Tasmanian Work Health and Safety Act 2012* and as such have a primary duty of care under Section 19 of the Act.

In accordance with the Act, an Officer must ensure, so far as is reasonably practicable, the health and safety of workers and other persons at a University workplace is not put at risk.

**1.1.2 Contractors Duty of Care**

A contractor including any sole trader engaged by the University may also be a PCBU and is to discharge their duty accordingly under the Act.

Under Section 16 of the Act, more than one person (such as an officer of the University and a contractor) can concurrently have the same duty and each must comply with standards required by the Act.

Contractor safety management is a key component of Campus Services daily operations. All contractors must be engaged with due regard to the Campus Services Contractor Safety Management framework:

<https://www.utas.edu.au/infrastructure-services-development/contractors-and-consultants/contractor-safety-management>

**1.1.3 Officers**

For the application of the *Tasmanian Work Health and Safety Act 2012*, the University is taken to be a corporation. An officer therefore means an officer within the meaning of Section 9 of the *Corporations Act 2001* of the Commonwealth and is:

1. a director or secretary of the corporation; or
2. a person:
   1. who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business of the corporation; or
   2. who has the capacity to significantly affect the corporation's financial standing; or
   3. in accordance with whose instructions or wishes the directors of the corporation are accustomed to act (excluding advice given by the person in the proper performance of functions attaching to the person's professional capacity or their business relationship with the directors or the corporation).

Members of Council, Deans of Colleges, Heads of Schools and Centres, Directors/Principals of Institutes and Heads of Divisions and Sections and members of IMAS, Menzies and AMC Boards having strategic management responsibility are considered to be Officers pursuant to Section 27 of the Act.

Under this section of the Act, an Officer must exercise due diligence to ensure that the University complies with its primary duty of care.

A list of Officers of the University can be found here:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/Our-Safety-and-Wellbeing-Officers.aspx>

**1.1.4 Managers and Supervisors**

There are many managers and supervisors of the University who are not deemed to be Officers under the Work Health and Safety Act.

These managers and supervisors are workers under Section 7 of the Act and must take ‘reasonable care’ regarding the exercising of their duty under the Act.

For a manager or supervisor, what is ‘reasonable’ needs to be read with reference to that person’s position and delegated authority within the University.

When at work, a manager/supervisor must:

1. take reasonable care for his or her own health and safety;
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons;
3. comply, so far as she or he is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act; and
4. cooperate with any reasonable policy or procedure of the University relating to health or safety at the workplace that has been notified to them.

**1.1.5 Workers (including all employees)**

Section 7 of the Tasmanian Work Health and Safety Act describes a person as a worker if the person carries out work in any capacity for the University.

This includes work as an employee, a contractor or subcontractor, an employee of a contractor or subcontractor, an employee of a labour hire company, or outworker, an apprentice or trainee, a student gaining work experience, or a volunteer.

A workplace is a place where work is carried out for the University and includes any place a worker goes or is likely to be whilst at work.

When at work, a worker must:

1. take reasonable care for his or her own health and safety
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
3. comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act
4. cooperate with any reasonable policy, procedure or other guidelines of the University relating to health or safety at the workplace that has been notified to workers.

**1.1.6 Other persons, including students and visitors**

The University has a duty of care under Section 19(2) of the Work Health and Safety Act to ensure so far as is reasonably practicable, the health and safety of other persons is not put at risk from work carried out as part of the conduct of the University.

Any person in a University workplace, not defined as a worker may be an ‘other person’, including students, visitors and members of the public.

A person at a workplace must:

1. take reasonable care for his or her own health and safety
2. take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
3. comply, so far as the person is reasonably able, with any reasonable instruction that is given by the University to allow the University to comply with the Act.

**1.2 Staff health and safety representation**

Health and Safety Representatives (HSR’s) are elected by staff in the workplace to represent them on University WHS committees and to provide information and guidance on WHS matters. Campus Services staff and contractors (if required) have access to HSR’s who can provide support with relevant issues.

The full listing of University HSR’s is available at:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/Health-and-Safety-Representatives.aspx>

**1.3 Compliance with Regulatory approvals**

Accountable persons are required to maintain the workplace and plant and equipment in accordance with regulatory approvals that have been issued.

Within Campus Services these include:

* places of public assembly
* some plant rooms
* certified plant or equipment (For more detail, contact the Director, Facilities Management.)

Statutory non-compliance must be reported to the Director, Facilities Management and relevant authorities.

**2. General workplace safety**

**2.1 Emergency procedures**

All persons in the workplace should be familiar with the evacuation procedures and assembly areas for the locations in which they work. All staff, visitors and contractors must follow directions given by emergency wardens. University Emergency Procedures can be found at:

<https://www.utas.edu.au/infrastructure-services-development/emergency-procedures>

**2.2 First aid and AEDs**

First aid stations are provided in University buildings. Familiarise yourself with their locations and with which staff are first aid trained.

AEDs assist in the treatment of persons experiencing sudden cardiac arrest. AEDs are located in strategic locations in most University buildings.

AEDs are simple to use and each unit provides a series of audio prompts to the user after it is activated. They will only deliver a shock to the patient if required. Whilst it is preferable that their use be initiated by a trained first aid officer, they are safe to use by an untrained person.

Further information on First Aid and AED’s can be found at:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/First-Aid.aspx>

**2.3 Sharps, blood and body fluids (exposure to)**

University staff and contractors need to be aware of the need to prevent and manage occupational exposures to blood and body fluids contaminated with blood. These include needle stick/sharps injuries, which have a potential to carry the human immunodeficiency virus (HIV), hepatitis B (HBV), hepatitis C (HCV) and/or other blood-borne infections.

Colleges are responsible for ensuring that sharps are disposed of correctly but that does not remove from Campus Services staff or contractors the responsibility to ensure their own safety if they are working in an area where sharps are used.

Further information on the treatment of needlestick/sharps injuries can be found at:

<https://www.betterhealth.vic.gov.au/health/conditionsandtreatments/needlestick-injury>

**3. WHS essentials**

**3.1 Permits and licences**

Campus Services staff and contractors may only carry out activities that require a statutory licence or permit if so licensed or permitted. These activities include (but are not limited to):

* first aid
* use of mobile plant (e.g. forklift)
* vehicle driving
* electrical work
* confined space entry
* mechanical works
* use of lifting equipment and fall protection equipment
* use of scaffolding and cranes (including EWPs).

Internal assessment of an operator’s competence may need to be demonstrated prior to permitting unsupervised operation of specialised equipment.

**3.2 Personal protective equipment (PPE)**

Personal protective equipment (PPE) is defined as clothing, an appliance, a barrier etc. that is necessary to protect an employee whilst exposed to hazards in the workplace.

The University undertakes to eliminate hazards from the workplace where practicable. Where the elimination of hazards cannot be achieved, the relevant business unit will ensure that PPE is available to employees to protect them from risk of injury. The use of PPE shall only occur when elimination or management of the hazard is not technically or practically possible.

University business units will:

* Ensure that any identified hazardous area at which PPE is required to be worn is clearly identified with appropriate signage in accordance with AS1319;
* Ensure that PPE issued is appropriate to the task;
* Ensure that, where necessary, employees and visitors are provided with PPE;
* Ensure that employees are trained in the correct usage of PPE before using such equipment;
* Ensure all PPE purchased complies with relevant Australian Standards; and
* Ensure PPE for general use will be kept in a hygienic manner and cleaned after each use.

Employees, contractors and visitors must:

* Use PPE that is issued to them as instructed;
* Attend training sessions on correct usage of PPE as required;
* Keep PPE in a good, clean and hygienic condition and report any defects.

Where harnesses are required PPE the harness must be:

* inspected prior to use
* in test period and within date
* attached to a certified anchor point.

Note: Campus Services does not supply harnesses. Contractors must provide their own harnesses as required.

**4. Working safely**

**4.1 Asbestos**

All asbestos management, removal and/or disturbance in University premises is to be undertaken in accordance with the relevant Safe Work Australia “How to manage and control asbestos in the workplace” code of practice:

<https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/how-to-manage-and-control-asbestos-in-the-workplace>

In addition to the requirements of this code a University permit for asbestos removal must be approved by Campus Services prior to works commencing.

It is Campus Services responsibility to identify and inspect where asbestos is located and to keep a register of asbestos on University property. The University asbestos register is available to University staff, contractors and students via the following web page:

www.utas.edu.au/commercial-services-development/work-health-and-safety

The asbestos register must be reviewed prior to any demolition or penetration activities and contractors notified when asbestos is present. If material is identified that is not on the register and is suspected of containing asbestos, the appropriate Campus Services project manager must be notified prior to disturbance so that testing can be arranged.

Project managers must include all asbestos removal information and certifications as part of the supply of as-constructed information for any project so that the asbestos register can be updated with this information.

In addition to legislated and regulated requirements, project managers and works supervisors must advise University staff in the vicinity of any proposed works and their relevant unions of proposed removal programs prior to undertaking the removal of asbestos. This should be undertaken via liaison with the University WHS Unit. A project communication plan should be developed to include details of processes undertaken to impart information to relevant staff and students.

**4.2 Hazardous substances**

Hazardous substances may be found in laboratories and workshops throughout the University. Campus Services staff and contractors need to be aware of relevant site entry requirements prior to entering these spaces. Before entering these areas, a specific site or building induction is required.

Containers holding chemical substances must meet the requirements for labelling of chemical substances used or produced at workplaces. Appropriately labelled containers must be always used. Drink bottles and food containers must not be used under any circumstances.

Information on University Chemical Management can be found at:

[https://universitytasmania.sharepoint.com/sites/people/SitePages/Chemical-Management.aspx?](https://universitytasmania.sharepoint.com/sites/people/SitePages/Chemical-Management.aspx?csf=1&web=1&e=CxuTce&cid=e4d4c4c9-4bae-4999-901a-77709de714ea)

A complete list of all MSDS and chemicals used is recorded in University’s chemical

management system (ChemWatch) which can be also accessed on the above

mentioned webpage.

**4.3 Confined spaces**

All work undertaken in any confined space in University premises is to be undertaken in accordance with the Safe Work Australia “Confined Space” code of practise:

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0004/537070/Code-of-Practice-Confined-spaces.pdf>

A confined space entry permit must always be completed prior to a confined space being entered or work being carried out in a confined space. In addition, a hot work permit must be completed prior to any hot work being carried out in any confined space. The authorised confined space permit is online, a link to which is available from Campus Services. A printed copy shall be kept at the entrance of the confined space during the period of occupation.

Any new confined spaces identified must be notified to the Campus Services contact person on each campus for inclusion on the confined space register.

**4.4 Contractor induction**

All contractors working on University premises must complete the University’s online WHS induction prior to commencing work. The link to the online induction is on the Campus Services WHS page:

www.utas.edu.au/commercial-services-development/work-health-and-safety

To minimise risks associated with working on University premises, contractors must report to appropriate staff in Campus Services or relevant College prior to commencing work. (The Campus Services project manager or contract owner is to identify relevant College staff for contractors.) Following that, it is mandatory that prior to commencing work on site each day, contractor staff **sign-in** to the worksite via the University’s Work Request System. When leaving the site each day, contractors should also **sign-out** using the same system.

The sign-in screen of the Work Request System will include notifications for the contractor of any known high-risk issues, including the need to check confined space, asbestos and other registers that may be applicable to the work at hand and may also flag any work permits that may be required.

Prior to commencement of work on new projects or tasks, a safety meeting should be held with all personnel involved in the project. Any work requiring risk assessment will be identified and discussed at this meeting. As part of this meeting, the University’s Take5 Assessment should be completed by either the job supervisor and/or contractor. The job should not commence until the Take5 assessment is completed and all hazards made safe.

Take5 assessment notebooks are available at Campus Services and via Security. Electronic versions are also available online.

All potentially hazardous activities and tasks performed by University staff or contractors should be risk assessed. For routine tasks, the University’s Safe Work Procedure template should be used as the basis for preparing and SWP or SWMS. However, this may not identify all hazards that are local to the site or project. Any further hazards identified should be noted and included in the assessment. More information is available at:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/Risk-Management.aspx>

**4.5 Energised electrical work**

Any energised electrical work, where all or part of any electrical equipment being worked on is connected to the electrical supply shall be undertaken in accordance with the Safe Work Australia “Managing Electrical Risks in the Workplace” code of practice:

<https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-folder/managing-electrical-risks-in-the-workplace>

Prior to any work request for energised electrical work being raised, an Energised Electrical Work Application and Advice form should be completed and forwarded to Campus Services for approval. This form can be downloaded from:

www.utas.edu.au/commercial-services-development/work-health-and-safety

**4.6 Excavation, demolition and penetration**

All work involving excavation, demolition or similar work in University premises is to be undertaken in accordance with the Safe Work Australia “Excavation Work” and “Demolition Work” codes of practise:

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0010/537076/Excavation-Work-Code-of-practice-Feb-2020-1.pdf>

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0008/537074/Code-of-Practice-Demolition-work.pdf>

On university premises, excavation is defined as the following:

* digging with a shovel, spade, pick or crowbar
* digging or drilling with a mechanical device
* driving of poles or piles
* spiking
* explosive work.

to a depth of greater than 30 centimetres (not 1.5m as noted in the SWA Excavation Code of Practice).

Penetration includes driving any item into the ground, particularly star pickets or drilling into floors or walls.

Demolition includes any operation where walls, ceilings or floors are pulled down.

Existing building or site infrastructure plans are to be consulted to identify any hidden services before any excavation or penetration occurs. However, there is no guarantee that existing plans will accurately identify service locations so care must be exercised by all contractors to avoid damage to services. If any doubt exists as to depths and locations of services, appropriate contractors should be sourced to make a determination.

**4.7 Hot works**

All work undertaken involving hot works in University premises is to be undertaken in the first instance in accordance with the Safe Work Australia “Welding processes” code of practise:

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0020/537131/Code-of-Practice-Welding-processes.pdf>

All hot work conducted outside of a designated workshop, laboratory or designated hot work area must be approved via a hot work permit prior to commencement. The authorised hot works permit is online, a link to which is available from Campus Services.

Hot work includes, but is not limited to, the following:

* acetylene or gas burning
* welding, brazing or electric arc welding
* soldering
* heat gun operation
* heating and driving rivets
* use of open flames
* abrasive blasting
* grinding
* power operated tools that cause spark generation (cutting tools)
* use of gasoline or other internal combustion engines and other similar appliances that produce sufficient heat to ignite flammable vapours.

**4.8 Laboratories and microbiology**

Campus Services staff and contractors need to be aware that access to laboratories is restricted to competent persons or to those who are supervised by them. Campus Services staff and contractors are not permitted to enter laboratories unless given approval by the College laboratory manager prior to commencement of work.

Campus Services staff and contractors with a demonstrated need to enter areas containing microbiological products are to be inducted by the relevant laboratory manager before undertaking works. All other Campus Services staff should avoid contact with these areas and products.

**4.9 Manual handling**

All work undertaken involving manual handling in University premises is to be undertaken in accordance with the Safe Work Australia “Hazardous manual tasks” code of practise.

[https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop- folder/hazardous-manual-tasks](https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice/cop-%20folder/hazardous-manual-tasks)

**4.10 Use of mechanical plant & equipment (LOTO)**

The use of items of plant and machinery in University premises is to be undertaken in accordance with the Safe Work Australia “Managing risks of plant in the workplace” code of practise:

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0019/537112/Code-of-Practice-Managing-risks-of-plant-in-the-workplace.pdf>

No University staff member or contractor should operate any item of equipment they have not been trained to use and/or are not licenced to operate.

Out-of-service tagging (LOTO) provides a highly visible warning to all employees, contractors and visitors that plant or equipment is unsafe and not to be used. Out-of-service tags are available from Campus Services or from contract supervisors.

Out-of-service tags are red and black. They are placed on unsafe plant or equipment when the use or operation of that plant or equipment could cause further damage to that plant or equipment, cause injury to people or cause damage to other equipment.

Isolation involves the removal of the energy source from an item of equipment in such a way as to prevent the possibility of accidental or unplanned energisation of the whole, or a specific section of that equipment. The de-energisation must also prevent the introduction of contaminants or conditions through equipment such as piping, ducts, vents, drains, conveyors, service pipes and fire protection equipment.

Energy sources may include, but are not limited to electrical, mechanical, hydraulic, pneumatic, chemical, radioactive, kinetic, potential, thermal and gravitational.

The risks associated with performance of construction, installation, inspection, repair and maintenance work can be minimised by use of a formal isolation system. The use of plant in the workplace COP provides the minimum requirements for all types of isolation activities conducted in University-controlled work sites.

Tags for small works are available from Campus Services staff involved in the works at an accountable person level, such as Campus Services project managers and HSRs. Tags for major works such as locking out fire mains or systems and similar works shall be supplied by the contractor.

Where fire protection systems are to be isolated, a fire protection system impairment permit must be completed. Fire protection system impairment permits are available from Campus Services.

**4.11 Plant rooms**

Staff or contractors who are required to enter a plant room are to undertake a visual inspection of the area on entry to identify any potential hazards. Hazards include but are not limited to:

* moving parts to plant or equipment which may be guarded but could present a risk if approached inappropriately
* asbestos, which should be appropriately signed
* low ceilings
* trip hazards, etc.

Staff or contractors working in a plant room are to complete a formal risk assessment prior to work commencing.

Further information on plant room safety is available from the Campus Services Compliance and Risk Officer.

**4.12 Radiation**

The University’s Radiation Safety Minimum Standard applies to all teaching and research activities using sources of ionising radiation, certain types of laser products and some types of apparatus that employ the principle of ‘nuclear magnetic resonance’ for imaging or analysis, sealed and unsealed sources and the storage of radiation sources.

Campus Services staff or contractors with a demonstrated need to enter radiation areas or handle radioactive products must undergo appropriate induction and follow the necessary procedures. The induction will be provided by the relevant laboratory manager. Staff and contractors should adhere to the following policies after appropriate induction. All other Campus Services staff should avoid contact with these areas and products.

Further information can be found at:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/Radiation.aspx>

**4.13 Scheduled carcinogenic substances**

University staff and contractors with a demonstrated need to handle or enter areas containing scheduled carcinogenic substances must only enter such areas after a local induction. All other persons should avoid contact with these areas and products.

Relevant laboratory managers are to be consulted to determine the risk of carcinogenic substances, particularly in research laboratories. If required, induction of staff is to be provided by the laboratory manager.

The risk of adverse health effects from exposure to scheduled carcinogenic substances is to be eliminated, or where that is not possible, minimised as far as is practicable.

Contractors who need to access University locations known to contain carcinogens should first consult with Campus Services staff who will facilitate access to such areas.

**4.14 Workshops**

Access to, and use of, workshops is to be restricted to competent persons or to those who are supervised by them. University staff or contractors who need to access College workshops must first contact the workshop manager.

**4.15 Working at heights**

All works undertaken involving working at heights in University premises is to be undertaken in accordance with the Safe Work Australia “Managing the risks of falls in housing construction” and “Managing the risk of falls in the workplace” codes of practise:

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0020/537122/Code-of-Practice-Preventing-falls-in-housing-construction.pdf>

<https://worksafe.tas.gov.au/__data/assets/pdf_file/0017/537110/Code-of-Practice-Managing-the-risk-of-falls-at-workplaces.pdf>

Many activities and works require staff and contractors to work at heights. The primary risks associated with working at heights are safe access to all work areas and persons and objects falling.

Working at heights is defined as any activity undertaken where there is a risk of a person falling from one level to another from any height. Potential falls of more than 2.0 metres are also considered as a high-risk activity. A tradesperson working on a ladder with their feet more than two metres above ground is undertaking a high-risk activity.

This is a permit-required activity. The authorised working at height permit is online, a link to which is available from Campus Services.

The safe use of ladders requires that:

* Ladders must comply with the Australian Standard (AS 1892).
* Operators must obey ladder use rules; for example, correct ladder for application, correct angle, height, angle, footed and/or tied off.
* Ladders must be inspected regularly and before each use.

Note: All University staff required to use ladders must be inducted into WHS guidelines for ladder safety prior to use. An individual risk assessment must be made by the staff member prior to each use.

**5. Other WHS processes**

**5.1 Inspections and audits – Campus Services** **controlled spaces**

Regular workplace inspections are effective mechanisms for identifying workplace hazards and creating a safe working environment. Campus Services workplaces include the Campus Services offices north and south and all plant rooms.

A basic workplace inspection checklist is available at:

<https://universitytasmania.sharepoint.com/sites/people/SitePages/Workplace-Inspections.aspx>

Campus Services has also developed a workplace inspection audit template in iAuditor format. This is available online for iAuditor users.

The inspection team for any area must include an Accountable Person. The relevant Employee’s Health & Safety Representative for the work area must also be included if practicable.

Workplace inspections must be undertaken annually but may be required more frequently, depending on the area and associated risks. Prior to undertaking the inspection, previous checklists for the area must be reviewed.

Upon completion of the inspection the inspection team must immediately analyse the report, develop action plans according to agreed priorities, set realistic dates for completion and review and then advise the relevant supervisor.

Where necessary, hazard report forms and job request forms need to be completed.

Further information is available from the relevant Employee Health & Safety Representative.

**5.2 Purchasing**

University staff with a responsibility for the purchasing of plant, equipment and materials must be aware of the WHS requirements associated with the product being purchased. On receipt of items, each item must be checked to see if it complies with relevant Australian Standards and University requirements.